

# BMAF Athletes Registration System – Website User Guide

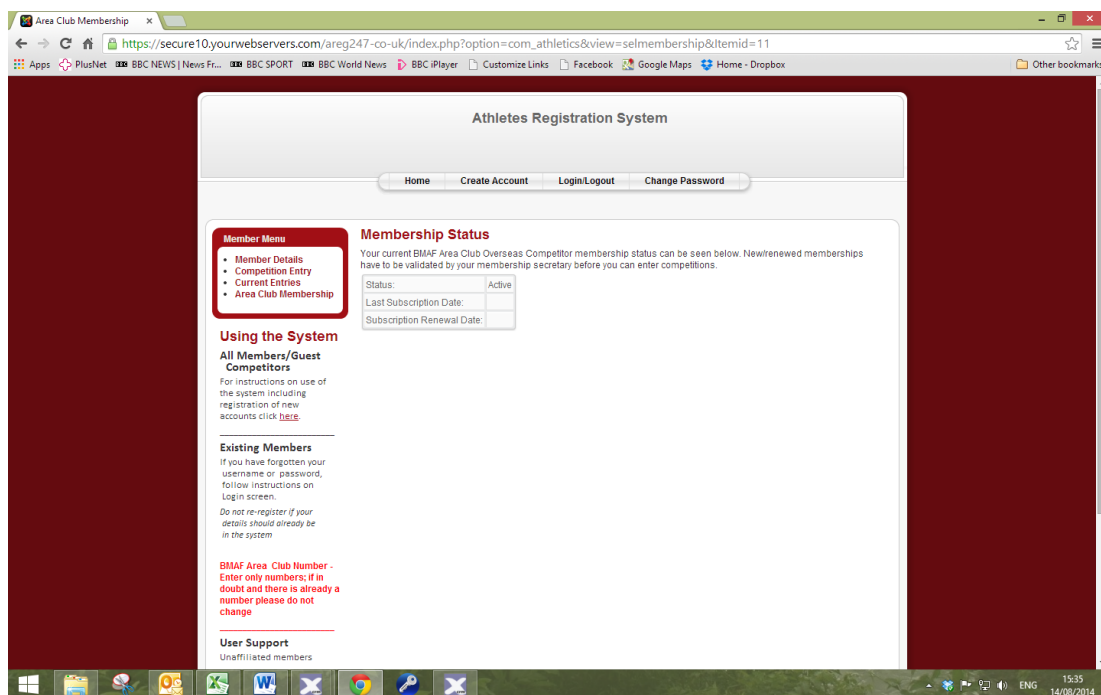
## STEP 4: PAYING AREA CLUB MEMBERSHIP SUBSCRIPTION

1. Click on the “**Area Club Membership**” button.

If you are a member of a Masters Area Club not yet using AREG for membership administration, then your membership status will be shown as Active and you will not be able to pay your masters area club subscription by this means.

If you are a new OPEN or Overseas Competitor your status will be shown as Not Confirmed. Once the Open Members secretary has validated your date of birth and nationality, the status will change to Active. You will then pay guest charges to enter a BMAF championships rather than paying an annual membership fee

If you wish to pay the subscription to join a club using AREG for membership administration, payment will possible on this screen once you have changed your club accordingly on the Member Details screen.



If you are a member of a Masters Area Club using AREG for membership administration, your membership status will be displayed as follows:

- If your subscription is already paid or you are exempt, the status will be shown as Confirmed.
- If your subscription is already paid but acceptance by the Area Club is in progress, or you are new member, the status will be shown as Not Confirmed
- If your subscription renewal date is past, the status will be shown as Not Renewed
- If you have previously resigned or not renewed for several years, the status will be shown as Archived

If your subscription is due or you are now in the renewal window (often 1-2 months before the actual renewal date) you will see the standard amounts for each element of the membership fees prescribed by

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the area club you belong to plus the date when your renewal will be extended to by making the standard payment.

Please contact your membership secretary for further assistance, if you are linked to another area club in the BMAF Athletes Registration System, since payment online is not yet possible for your secondary area club.

The screenshot shows the 'Athletes Registration System' website. The page has a red header with the title 'Athletes Registration System' and navigation links: Home, Create Account, Login/Logout, and Change Password. On the left, there is a 'Member Menu' with links to Member Details, Competition Entry, Current Entries, and Area Club Membership. Below this is a section titled 'Using the System' with sub-sections for 'All Members/Guest Competitors' and 'Existing Members'. The main content area is titled 'Membership Status' and contains a table for 'Member Category' with columns for Amount, Joining Fee, and EAFee. Below the table, there are fields for 'Subscription Start Date' and 'Subscription End Date'. At the bottom, there is a 'Pay' section with input fields for 'Joining Fees', 'EA Fees', 'Subscription Fees', and 'Donation', each with a 'Due' column showing the amount.

Member Category	Amount	Joining Fee	EAFee
Ordinary	18.00	.00	.00
Life	.00	.00	.00
Family	36.00	.00	.00
1st Claim	18.00	.00	10.00
Honorary	.00	.00	.00
Long Service	.00	.00	.00

	Pay	Due
Joining Fees	£0.00	£0
EA Fees	£0.00	£0
Subscription Fees	£0.00	£0
Donation	£0.00	

2. Modify the amount you wish to pay in total in accordance with the rules of your BMAF area club.
  - The area club may allow you to pay for more than one year at time and if you enter the appropriate amounts the membership secretary will adjust the renewal date accordingly
  - The area club may also allow a reduced payment for the latter part of the membership year
  - Only include the UK registration fee if your BMAF club is also your first claim club
3. Click the button “Buy Now” to pay the chosen amount using a Paypal account; or a debit/credit card, via a temporary Paypal account
4. Wait for the confirmation from the membership secretary of your area club that you have paid the correct amount and the next renewal date. Your Status will then be shown as Confirmed. If you are not confirmed as a member and you wish to switch to being an OPEN competitor, change your Area Club to OPEN.